	Week	2/2	2/9	2/16	2/23	3/2	3/9	3/16	3/23	3/30	4/6	4/13	4/20	4/27	5/4	5/11	5/18	5/25	6/1	8/9	6/15	6/22	6/59	9/2	7/13	7/20	7/27	8/3
Facilitator Selection Process																												
Sr. Management Council Briefing	TBD																											
Initial Facilitator Request	by 2/28																											
Application Review	3/14 - 3/2)																										
Auditions	4/5 - 4/6																											
Final Notifications	by 4/11																											
Logistics																												
Facilities Secured																												
Course Design & Development																												
Storyboard Review	TBD																											
Course Pilot	4/4																											
Train the Trainer Course	4/24 - 5/4																											
Course Delivery & Facilitator Coaching	5/15 - 7/1	ŏ																										

8/26/2001 Page 1

		Week Ending	2/2	6/2	2/16	2/23	3/2	3/9	3/16	3/23	3/30	4/6	4/13	4/20	4/27	5/4	5/11	5/18	5/25	6/1	8/9	6/15	6/22	67/9	9//	7/13	7/20	7/27	8/3
Facilitator Selection Process	l.																									\Box	\neg	\Box	\neg
Define Process																													
Review Process & Define roles																													
Finalize Process																													
Sr. Management Council Briefing																													
Initial Facilitator Request	by 2/28																												
Application Review	3/14 - 3/20																												
Semi-finalists Contacted	3/20 - 3/21																												
Auditions	4/5 - 4/6																												
Final Notifications	by 4/11																												
Facilitators Scheduled																													
Logistics																													
Logisitics Planning & Role Definition		Done																											
Course numbers determined for the regions		Done																											
City, # of Sessions, and Locations		by 3/19																											
Specs to NCS-Pierson		Done																											
Regional Catering Secured	NCS-Pearson																												
Headquarters Catering for Portals	Vicki																												
Regional Facilities Secured	NCS-Pearson																												
Portals Facility Secured		3/19, 3/26, 4/2																											
DC Hotel Facilities Secured	NCS-Pearson	3/20, 3/27, 4/3																											
Modify NCS-Peirson contract for more DC sites	If Necessary	3/26																											
Contracts for space in to SFA for review																													
Contracts for space signed by SFA																													
Registration System Operational	Ed Cole/Scarlett																												
Registration System Loaded	Ed Cole/Scarlett																												
Registration System Live	Ed Cole/Scarlett																												
LC and LH Applications Distributed	Anita	3/22																											
LC and LH Applications Due	Panel	4/6																											
LC and LH Application Review	Panel	4/9 - 4/11																											
Availability Verification with Managers	Vicki & Anita	4/12																											
Logistics Coordinators & Hosts Determined	Panel	4/13																											
Logistics Coordinators & Hosts Notified	Anita	4/13																								┌┤			
LC/LH Training Materials Finalized and Distribut	ed	4/13																								┌┤			
Logistics Coordinators Trained		5/9 to 5/11																								ı			
Logistics Hosts Trained	Con. Call	4/24 - 4/27																											
Logistics Coordinators Scheduled		4/20																											
Registration Tracked and Communicated	Reg & Log Team	4/13 ongoing																											

	Week	2/2	6/7	2/16	2/23	3/2	3/9	3/16	3/23	3/30	4/b 4/13	4/20	4/27	5/4	5/11	5/18	5/25	6/1	8/9	6/15	6/22	67/5	9/2	7/13	7/20	7/27	8/3
Course support materials ordered	Pat & Dan																							\neg	\neg		
Pre-Packaging of Materials	Reg & Log Team												Î														
Packaging & Shipping Materials	Vicki/Dan																								\Box		
Operating Partners Numbers	Sarah/Vicki																							\Box	ユ	ユ	
Course Design & Development								+	-	-	+	+-	-											\dashv	+	+	-
Content Definition/Course Objectives & Outcomes	<u> </u>																							\neg	\dashv	\neg	\neg
Storyboard Completed									-			1	1											\dashv	\dashv	\dashv	\dashv
Storyboard Review									-			1	1											\dashv	\dashv	\dashv	\dashv
Detailed Course Outline												1												\neg	\neg	\neg	\neg
Develop prototypes of course materials													1											一	一		
Graphics included in course materials																								\neg	\neg	\neg	
Determine and order "Giveaways"									\neg	\neg			1											一	一		\neg
Review Course materials prototype													1											一	一		
Develop draft course materials																									\Box	1	
																									\perp	\perp	
Course Pilot																											
Select Pilot Audience																								ightharpoonup	\perp	\perp	
Reserve pilot location																									\perp	\perp	
Pilot facilitator prep																								ightharpoonup	\perp	\perp	
Conduct Pilot																									\perp	\perp	
Pilot Feedback																											
Revise Course Materials																											
Print Materials										_														_	4	_	4
Train Of Trainer Course (TOT)																								\dashv	+	+	-
Initial TOT meeting and committee selection												1												\neg	\neg	\neg	\neg
Train the trainer course objectives & outline draft												1												\neg	一	\dashv	\exists
Reserve facility & A/V												1												\neg	一	\dashv	\neg
TOT Outline final																								\neg	\neg	\neg	
Secure outside speakers																								\dashv	\neg	\neg	
Arrange satellite meeting locations																											
Train the trainer facilitator prep																											
TOT Agenda duplication and distribution									T		1													一	丁	十	一
Design TOT evaluation form																									一	十	
Prep meeting room & decoration																								一	丁	丁	\neg
Conduct TOT Course	4/30 - 5/11																							コ	ユ	ユ	
																										\perp	
Course Delivery & Facilitator Coaching	5/15 - 7/15																										

		Week Ending	2/2	6/2	2/16	2/23	_		3/23	4/6	4/10	4/27	5/4	_	5/18	-	\	8/9	6/22	67/5	9/1	7/13	7/20	7/27	8/3
Lessons Learned																									1
Document processes for F2B development/delivery	<i>y</i>																								
Hold debriefing sessions																									
Document lessons learned																									